



Dryden Flight Research Center
Edwards, California 93523-0273

DOP-Y-001
Revision C

DRYDEN ORGANIZATIONAL PROCEDURE

CODE Y

AIRBORNE SCIENCE FLIGHT REQUEST (CONTRACT) REVIEW

Electronically Approved by:
Director, Airborne Science

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<http://www.dfrc.nasa.gov/DMS/dms.html>
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DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

Date Approved	Issue	Page	Amendment Details
2/4/99	Baseline		
4/1/99	Revision A	1,3,4	Revised Document History Page, added 3.2.1, and revised 7.0.
4/22/99	Revision B	2,3,4	Added signature block to cover page, deleted DFRC from the form number in section 3.2, changed the word none to one in section 3.2.1.3, and revised section 7.0.
See IDMS Document Master List	Revision C	3	Added paragraph 3.2.2

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1.0 PURPOSE

This procedure establishes the process for preparing for approval and approving Airborne Science Flight Requests and responsibilities of individuals involved.

2.0 APPLICABLE DOCUMENTS

DOP-Y-003, Mission Development and Implementation

3.0 INSTRUCTIONS

3.1 Flight Request Acquisition

In accordance with Headquarters NASA Code YS instructions, the Airborne Science Technical Management Specialist (TMS) disseminates the “Call Letter” and initiates the flight season. This process notifies known interested parties and the public, that Airborne Science flight requests for the next flight season are being accepted and usually informs potential customers of key program players and resources and processes to be used. The instructions typically consist of the timing of initial mailing and posting to the web page, the text of the “Call Letter”, and changes to the mailing list.

3.2 Flight Request Receipt

All flight requests received will be processed through the TMS and assigned a unique log number. They will be flowed through appropriate Airborne Science Managers for analysis using Form Y-003. Analysis usually includes determining the feasibility/practicality of the request and estimating the number of flights and flight hours needed based on experience and/or inputs from flight crew and others. The TMS will determine the minimum review level based on availability of managers and his/her experience. Anyone in the analysis flow is encouraged to contact the requester for clarification. After analysis the flight request and analysis will be forwarded to HQ NASA, Code YS for approval determination. Reimbursable and non-Earth Science Enterprise flight requests may be approved at the directorate level based on the request being consistent with HQ guidance, safety, and resource availability. Significant changes to flight requests will be

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processed the same as initial requests. The TMS retains the file copy of all flight request approval documentation.

3.2.1 Log Number Protocol

The log number is a five digit alphanumeric identifier assigned to a flight request for tracking and identification purposes. The following describes the protocol for assigning log numbers for flight requests received after October 1, 1998.

- 3.2.1.1 The first digit will be the last digit of the flight season. Flight seasons coincide with fiscal years, so the flight season starting October 1, 1999 is the FY00 (fiscal year 2000) flight season and log numbers for that flight season will start with "0".
- 3.2.1.2 The second digit identifies the aircraft designated in the flight request:
 - 2 = ER-2
 - 8 = DC-8
 - P = P-3B
 - D = DOE
 - M = Miscellaneous
- 3.2.1.3 The third digit indicates how many aircraft are requested:
 - 0 and 1 = one aircraft requested
 - 2 = two aircraft requested (maybe two separate or one or another aircraft)
 - 3 and higher = three or more aircraft
- 3.2.1.4 The fourth and fifth digits are sequentially assigned numbers. For multiple aircraft flight requests, these digits will remain the same (i.e. 92201 and 98201 are related.)

3.2.2 The TMS will provide periodic documented flight request status feedback to requesters.

3.3 Flight Request Implementation

Approved flight requests will be forwarded to the Program Manager for mission development and implementation IAW DOP-Y-003.

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3.4 Flight Request Closure

Approved flight requests will be considered completed when the specified experiment hardware is flown in the agreed upon place in time. Flight request records will be maintained by the TMS until the annual report is published or in accordance with HQ NASA Code YS instructions.

4.0 ANNUAL REPORT

The annual report is developed, published and presented IAW HQ Code Y guidance. It typically has consisted of a recap of the previous year's financial and flight hour activity with a narrative of significant events. It also usually includes the plans for the current flight season. The annual report is the principal Airborne Science quality record. The TMS maintains the file copy.

5.0 MANAGEMENT SYSTEM RECORDS

Quality records are maintained in the Technical Management Specialist Office.

6.0 PROCESS OFFICE OF PRIMARY RESPONSIBILITY (OPR)

The Airborne Science Technical Management Specialist is the OPR for this process.

7.0 FORMS

DFRC-136, NASA Airborne Science Flight Request

<http://www.dfrc.nasa.gov/Projects/airsci/general/SciProg/home.html>

Y-003, Flight Hour Evaluation